



OFFICER DECISION NOTICE (ODN)/MAYORAL DECISION NOTICE (MDN) FORM

NOTE: Please read process sequence on page 6 before completing this form. Please hover over the text box for instructions on completion.

1. Officer Decision or Mayoral Decision No.	ODN250-2020
2. Decision Title	5 year subscription for e-tendering portal Proactis for the CPCA and the Energy Hub
3. Name of Officer/Mayor making the decision	Robert Parkin
4. Date of decision	Click or tap to enter a date.
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	Robert Parkin
6. Form author and contact details:	Heidi Parker Heidi.parker@cambridgeshirepeterborough-ca.gov.uk
7. Does your form include exempt or confidential information?	No All completed forms will be published on the CA website. NOTE: Put any confidential/exempt information as an appendix and state this is not for publication. Include the exemption category on the appendix. Please note that it is the responsibility of the Monitoring Officer to determine whether information is exempt or confidential.
8. Is it a key decision?	No If YES, please complete Question 9.
9. KEY DECISIONS ONLY	Section 9 only needs to be completed if the decision is a key decision.
Insert forward plan ref number	Click or tap here to enter text.




Date of decision	Click or tap here to enter text.
Date report published on the website	Click or tap here to enter text.
Implementation Date	Click or tap to enter a date.
Does the report have an annex that contains exempt information?	Choose an item.

10. Description of decision/proposal Please consult with Legal prior to completing this section.	Decision to carry out a direct award of a Contract to Proactis for a five plus two-year agreement for the provision of an e-tendering, contract management & Contract Register
11. Authorisation Please consult with Legal Team prior to completing this section.	<p>This decision has been taken under:</p> <p>Quote chapter and paragraph in constitution</p> <p>Chapter 17, paragraph 3.4 the Monitoring Officer can approval contracts up to the EU threshold..”</p> <p>OR</p> <p>2.For delegated decisions, please reference the delegation given including meeting date and minute reference.</p> <p>Click or tap here to enter text.</p>
12. Background Information	<p>The CPCA has been using Proactis under an arrangement with Cambridge City Council who have a licence which sits under LGSS (Agreement between Cambridgeshire County Council and Northamptonshire) which expires on 31st March 2021. As LGSS no longer exist there is no opportunity to continue to access the portal this way and so the CPCA needs to purchase its own licence.</p> <p>This licence will enable the CPCA to develop a comprehensive contract register and contract management facility and to brand the portal as CPCA.</p> <p>In addition, the Energy Hub, as part of delivering the LAD funding requires a function within Proactis that isn't currently required or accessible under the LGSS arrangement and as such requires the portal to be configured to meet those requirements.</p> <p>Also, there are currently high value procurements to be launched at the beginning of January, so with that and the change of publishing requirements from OJEU to Find a Tender Services on 1st January 2021 it is essential that we carry out this transition as soon as possible to as to ensure there are no disruptions to the key procurements.</p> <p>The costs quoted below are for the initial five-year period and for the construction and transition of all the CPCA current contracts to the new portal.</p>



13. Alternative options considered.	<p>List alternative options considered and rejected including the reason for rejection. NOTE: Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</p> <p><i>We could wait and see what the rest of Cambridgeshire are doing but this could result in a transition date that is not convenient and a lack of choice on functionality and so this dismissed</i></p> <p><i>Carry out a three quotes process – this would require considerable configuration issues and training at a critical time and does not provide any added value</i></p>	
14. Financial Implications	<p>Please include as applicable:</p> <ul style="list-style-type: none"> • The total costs and how the project will be funded. • Budget codes for your directorate. • Indicate the total cost and how it will be funded either from revenue or capital. • If revenue, indicate budget codes for your directorate. • If capital, give details including approvals from any previous capital budget approvals <p>£8,000 p.a for 5-years with the option to extend up to two further years £1,500 one-off fee for system set-up, and current contract register information being migrated Cost Centre CX7006</p>	
15. Comments from Finance Team	<p>This contract is being funded from the new energy budget line which has recently been awarded to the CPCA from BEIS. As part of this wider programme, this software is required to facilitate the delivery of the programme. There is sufficient budget within the cost centre to fund this without having an effect on the wider CPCA budget.</p>	
16. Comments from Legal Team	<p>Legal Services have reviewed the terms and conditions of the Service Level Agreement Contract and confirm they are fit for CPCA's purpose and for CPCA to sign.</p>	
<p>17. Consultation</p> <p>Please retain emails to show the relevant officers have approved the decision/proposal.</p>		<p><i>Please insert the name of consultee and date of written approval or insert N/A</i></p>
	<p><i>Chief Executive</i></p>	<p><i>Name and Date or N/A Add date and name or N/A Click or tap here to enter text.</i></p>
	<p><i>Responsible Director/Chief Officer</i></p>	<p><i>Name and Date or N/A Click or tap here to enter text.</i></p>
	<p><i>Monitoring Officer</i></p>	<p>R PARKIN 18.12.20</p>
	<p><i>S73</i></p>	<p>J Alsop 18.12.2020</p>
	<p><i>Finance</i></p>	<p>Vanessa Ainsworth 17.12.2020</p>
	<p><i>Lawyer</i></p>	<p>David Cox 11.12.2020</p>
18. Declarations/Conflicts of Interests (only if the decision falls under the 'Express authorisation' category)	<p>Click or tap here to enter text.</p>	



19. Supporting documentation - please include any relevant reports	Click or tap here to enter text. <i>NOTE - all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</i>	
20. Officer/Mayor signature	 Signature: Name: Robert Parkin	Date Click or tap to enter a date.
21. Please send the completed, signed form to Sue Hall. The Decision will be recorded on the Decision Notice Register and published on the website.		



Officer or Mayoral Decision Notice

Where an officer or the Mayor makes a decision, including under specific delegation from a meeting of a decision-making body, the effect of which is

- (a) to grant a permission or licence,
- (b) to affect the rights of an individual; or
- (c) to award a contract or incur expenditure, the decision-making officer must produce a written record of the decision as soon as reasonably practicable after the decision has been made.

Key Decisions

1. A “key decision” means a decision, which in the view of the Overview and Scrutiny Committee is likely to:
 - (a) result in the Combined Authority **spending** or saving a significant amount, compared with the budget for the service or function the decision relates to;
 - or (b) have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.
2. When assessing whether or not a decision is a key decision, Members must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will not generally be considered to be a key decision if that amount is less than **£500,000**.
3. A key decision which is considered to have a ‘significant’ effect on communities should usually be of a strategic rather than operational nature and have an outcome which will have an effect upon a significant number of people living or working in the area and impact upon:
 - (a) the amenity of the community or;
 - (b) quality of service provided by the Authority
4. Subject as below, a key decision may not be taken by the decision maker unless: (a) it is in the Forward Plan on the Combined Authority’s website; (b) at least 28 clear days’ notice has been given, or if this is impracticable, the decision has complied with the provisions set out in paragraph 12 or 13 below as they may apply; and (c) notice of the meeting has been given in accordance with these rules.

The process sequence below will assist you to complete this form

Process Sequence

All questions on the form must be completed.

1. Email Sue Hall for ODN/MDN number. Please include a description of the decision in your email to Sue. Sue will then email you an ODN number.
2. Please complete questions 1 to 9 on the form. Only complete question 9 if the decision is a key decision.
3. Speak to the Legal team prior to completing questions 10 and 11.
4. Complete questions 12 and 13.
5. Complete question 14, speaking to the finance team first, if you are unsure. Send the form to the finance team who will complete question 15.
6. Send form to the legal team (legal officer who is assisting you) to complete question 16.
7. Please complete question 17, as applicable with the relevant consultees. This is the person/s who approved of the decision and will always include the s73 Officer and the Monitoring Officer. You must insert their name and the date which written approval was received. All emails showing approvals by relevant officers need to be kept and stored in the folder with the ODN. Please send these to Sue Hall. If a contract exists, a copy needs to be attached to the ODN. Please insert N/A for consultees that are not applicable to the decision.
8. Complete Q18 and Q19. Supporting documents will include contracts, reports, approval emails, links to CA Board or Committee Reports etc.
9. Q20 When the decision notice is complete, it must be signed off by the correct authorised person.
10. The completed signed form must be sent to Sue Hall.